

Montville Township Public Library  
Board of Trustees Meeting  
August 12, 2019  
Montville Township Public Library  
90 Horseneck Road  
Montville, New Jersey 07045

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**OPEN SESSION**

<b><i>MEMBERS PRESENT</i></b>
Mr. Thomas Mazzaccaro
Ms. Linda Peskin
Deputy Mayor Cooney
Mrs. Jane Hines
Mr. David Tubbs
Mr. Robert Donohue
Mrs. Dianna Paradise
Mr. Carmen Allora
Mr. Charlie Grau

Allan M. Kleiman, Library Director – Present

Catherine LaBelle, Assistant Library Director - Present

Liz Johansen, Board Recording Secretary – Present

**I. Call to Order**

The meeting was called to order by Mr. Mazzaccaro, at 7:00p.m.

**II. Open Public Meetings Act Statement**

Mr. Mazzaccaro stated that prior notice of this meeting has been published in accordance with the requirements of the Open Public Meetings Act. Meeting will be digitally recorded. Minutes will be available to the public on the Library's website and at the Library's Information Desk once they have been officially approved.

### **III. Adoption of Minutes**

A. *Mr. Grau made a motion to approve the July 8, 2019 Regular Session minutes, seconded by Ms. Peskin*

Mrs. Paradise yes; Mr. Mazzaccaro yes; Mrs. Hines yes; Ms. Peskin yes; Mr. Allora yes; Deputy Mayor Cooney abstained; Mr. Tubbs: yes; Mr. Grau: yes; Mr. Donohue yes: Motion Carried.

### **IV Public Comments –**

None.

### **V Reports of Officers –**

#### **Tom Mazzaccaro – President**

Mr. Mazzaccaro stated that he and Allan have spoken to the attorney multiple times regarding the chiller project.

#### **Jane Hines – Vice-President**

Mrs. Hines had no report.

#### **Linda Peskin – Secretary**

Ms. Peskin had no report.

#### **Carmen Allora – Treasurer**

Mr. Allora stated that the normalized budget attainment is at 58%. Year to date revenue is on target at 58% of annual budget. Year to date operating expenditures, plus encumbrances are at 61% of annual budget. Included in expenditures is year to date salaries and temporary help which are at \$416,453.00 or 57% of the total annual budget. The year to date capital expenditures are 8% of annual budget. Total capital and operating expenditures, plus encumbrances resulted in the budget surplus revenue being a positive \$11,982.00 YTD.

#### **Robert Donohue – Assistant Treasurer**

Mr. Donohue had no report.

### **VI Report of Liaisons**

Mayor – Deputy Mayor Cooney had no report.

Superintendent Liaison of Schools – Mr. Tubbs stated that the Summer Reading is underway. He stated that the High School will be holding Back To School Night on September 23 and may affect parking at the Library.

**VII. Committee Reports**

Finance: Mr. Allora stated that the committee met tonight. The Committee went over the list of expenditures by check number. The budget is in line and the audit will be completed soon.

Personnel: Mr. Grau stated that the committee is revising the evaluation for the Director.

Buildings & Grounds: Mrs. Hines stated the committee met last month. The chiller project is being worked on. They discussed the front door replacement and roof replacement. The rusty joint in the auditorium will be looked at in August.

Patron Services/Technology: Mr. Donohue stated that the committee met this month. The committee discussed the logistics of issuing every 6<sup>th</sup> grader in the district a Library Card. Summer reading is under way and going well. The teens have received a green screen for their use. The Library Building Anniversary is March 2020.

**VIII. Library Director – Allan Kleiman – see attached written report.**

Allan stated that the electrical was not included the Middlesex Coop for the chiller project. This part will have to go out for bid. The Summer Intern held a Girl Power Storytime and Tea. She would like to do additional projects.

**IX. Resolutions/Motions**

- A. Resolution to approve the additional LED replacements for the Donnelly Energy Lighting Project Updated Scope of Work for the additional amount of \$2,836.44.

*Motion made by Ms. Peskin and seconded by Mr. Grau*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried.

- B. Resolution to approve the checks numbered 13572 through 13626 dated July 1 to July 31, 2019 in the amount of \$105,612.20

*Motion made by Mr. Allora and seconded by Mr. Grau*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- C. Resolution to accept salaries for the month of July 2019 in the amount of \$55,482.38 and PLA intern salaries in the amount of \$885.00 for a total of \$56,367.38

*Motion made by Mr. Allora and seconded by Mr. Grau*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- D. Resolution to approve the retirement of Theresa Deley, part time Senior Library Assistant, effective July 31, 2019

*Motion made by Mr. Grau and seconded by Mrs. Hines with regret*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- E. Resolution to accept the \$3,500 grant from the Public Library Association, a division of the American Library Association, to fund the position of Inclusive Internship Initiative for the summer of 2019.

*Motion made by Mr. Donahue and seconded by Ms. Peskin*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

- F. WHEREAS, the Trustees, on June 10, 2019, adopted a resolution awarding a contract to In-Line Air Conditioning co., Inc. (In-Line HVAC proposal #0000051523) to replace Library Chillers and Evaporators in accordance with plans and specifications dated November 8, 2018 prepared by Whitman Engineering, at a cost of \$152,893.66; and

WHEREAS, In-Line's proposal was based on the Middlesex Regional Educational Services Commission (MRESC) HVAC Time and Material Bid #MRESC 15/16-58: and

WHEREAS, the breakdown of the In-Line Air Conditioning co., Inc. proposal included an electrical subcontractor in the amount of \$24,789.25: and

WHEREAS, the electrical work is not included in the MRESC bid; and

WHEREAS, the cost of the electrical subcontractor exceeds the Library's bid threshold of \$17,500; and

WHEREAS, the Library's attorney, after consulting with the Division of Local Government Services, has determined that a contract for the replacement of the Library's chillers and evaporators is outside the scope of Bid# MRESC 15/16-58; and

WHEREAS, the Library has determined to rescind the contract award to In-Line Air Conditioning Co., Inc. and to put out the chiller and evaporator replacement contract to public bid pursuant to the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of the Free Public Library of the Township of Montville that the contract award of July 10, 2019 to In-Line Air Conditioning Co., Inc. is hereby rescinded.

*Motion made by Mr. Grau and seconded by Ms. Peskin*

DCA told the attorney that it would be to the Library's benefit to go out to bid. Mr. Mazzaccaro stated that he thinks the specs for the electrical should be supplied by In-Line. Mr. Allora asked if Whiteman Engineering will be overseeing the project. The Trustees discussed hiring a QPA for this project. Special Meeting will be held on August 19, 2019 to discuss further.

*Motion made by Mr. Grau and seconded by Ms. Peskin to withdraw the motion*

Mr. Mazzaccaro yes; Mr. Allora yes; Mrs. Hines yes; Mrs. Paradise yes; Ms. Peskin yes; Deputy Mayor Cooney yes; Mr. Grau: yes; Mr. Tubbs: yes; Mr. Donohue yes: Motion Carried

**X. Old Business**

November 2017 Referendum – no funding is expected.

**XI. New Business**

Allan will look into hiring a QPA.

**XII. Executive Session Minutes**

None

**XIII. Open Session**

None

**XIV. Adjournment**

Motion to adjourn was made by Mr. Grau seconded by Ms. Peskin; meeting was adjourned at 7:41pm.



Montville Township Public Library  
Director's Report  
September 9, 2019

For the month of August 2019, we circulated approximately 17, 492 items compared 17,405 for the year before. To date our circulation totals are 131,208 items borrowed compared with 129,702. Adjustments will be made in December to account for Overdrive, Kanopy and RB Digital, which are circulated directly to patrons and not through Polaris. In addition, the 17,492 items were borrowed by 2,015 unique borrowers. Statistics on program attendance is attached. I would conclude that the circulation would have been higher during the last week of August had we not had Horseneck Road being milled and paved providing Montville residents with limited and sporadic access to the Library.

The power failure on August 22<sup>nd</sup> lasted about 1 hour and 15 minutes before the lights came back on and everything was working again. This was a good chance for us to see that we needed addition flashlights around the building, which emergency lights did not function and how to override the parking lot lights when they don't come on.

Jeff and Ally worked on the Holidays and Observances Calendar which will be uploaded to the New Jersey Library Association's website. This is a NJ based guide which will help librarians and library staff plan not only programs but from a statewide perspective not schedule meetings on important religious holidays and observances.

On Monday, August 26, Trevor Diamond, the MAIN Systems/UX expert, visited the library to assist us in reorganizing our Collection, Material Type, and Shelf Location assignments for our circulating library material. This visit offered us the opportunity to cleanup, consolidate and reclassify the internal records of our library items. This way, there can be greater consistency within our library records and collections. It also allows us to greater control over managing and reporting our material so that, moving forward, we can make the most informed decisions about determining how our collections will look and perform.

We followed-up with Baker & Tylor on our Bookstore arrangement project. Both Risa and Allan visited different Barnes & Noble stores to look-at how they arrange the books into subject order. We plan on visiting the Amazon Bookstore in Paramus and the Darien, CT and Princeton, NJ public libraries within the next few weeks to get an idea of what subjects they choose and why. Our first test section in the Library has been to divide the travel books to make them easier to locate. This continues to be a work in progress.

We continue to adopt better merchandising principles including signage promotion and marketing of the library collections. In addition, we have been looking at adding Library Aware as our tool we use for direct marketing to our customers in place of Constant Contact. And since Kanopy had not been a drain on the budget we will be adding Hoopla later this year. This online platform includes eBooks, eAudio, Movies and Music.

Our summer reading statistics were not as impressive for children as they had been in the past year. Our promotion for 2020 will start earlier with visits to the schools in early Spring and better “promotions” and “enticements” to join and read. We will be using Beanstack to develop a Winter Reading Club in January.

September is National Library Card Sign-up Month. Our goal is to get every Montville student, faculty and staff a Library Card. We will begin with working with the Media Specialists in the High School and Middle School.

Staff Members have volunteered to serve on our Cultural Programming Committee. This will provide us additional staff to build upon the work of Jeff Cupo and our TAB in developing more and exciting events for our Montville patrons. We



have also begun to look at March 2020 when we celebrate the Library building being 25 years old. Certainly, a celebration and fundraiser!

I'd like to personally wish our longtime Library Assistant Lynn Schinman, all the best in her retirement. I hope it's all she hoped it would be and more and drops by now and then to visit and make us laugh.

### **Buildings and Grounds**

August is the month for inspections and testing of the fire and burglar systems.

W.J. Malone completed the annual inspection and testing of the fire sprinklers. We will receive a written report of the inspection and test results. They concluded that there was no "rust" on the outside of the pipes in the Pio Costa Auditorium. The decolorization was due over time do to the adhesive used to keep the joints together during construction.

Cain & Sons Fire Equipment inspected all the fire extinguishers.

Engineered Security Systems tested all the fire alarms and the 29 burglar alarm zones.

During the power failure on August 22 we found there were 12 emergency lights that did not turn on. We notified the DPW and they are in the process of replacing the batteries.

Argent Plumbers replaced a rusty, leaky faucet in the mail room sink.

Hughes Environmental Engineering completed the quarterly preventive maintenance. They test and inspect all mechanical systems for proper operating conditions and efficiency as well as cleaning, aligning, calibrating, adjusting, replacing air filters and lubricating all equipment. There was a slow leak from an air handler in the breezeway from a clogged A/C condensation. The line was cleaned out and tested.

## **Collection Development**

With the addition of Hebah to the Collection Development Team, we focused on refreshing the graphic novel collection in August. We created a display from new titles purchased.

Allan, Walter, and Catherine met with Trevor Diamond, the MAIN Systems Librarian, who is spearheading the internal migration of our collection codes, locations, statistical designations, and material types in December. The MAIN libraries will be streamlining all of these catalog designations to make them consistent across libraries. This will improve searching for the patrons both at Montville and across the county system. The Polaris catalog will be offline from December 30-January 2 while we migrate all of our items. Checkout will be done through the offline client. MAIN is suggesting that this would be a good time to close and perhaps do inventory, shelf reading or staff training.

Allan and Catherine conferenced with Marie Robertson from Collection HQ to discuss our progress with this collection development database. We learned about new features of the database such as the Outdated Stock Check which shows items in our collection we may want to remove for obsolescence in areas like finance and medical information.

Risa, Jeff, and Catherine have been working on book list brochures for adults, teens, and children in a variety of genres such as Mystery, Thriller, and Science Fiction. Risa is working on lists appropriate for different age groups for kids, e.g. "Best Books for Kids Aged 6-8" These will be great reader's advisory tools for the guests and for the staff. They will be ready for distribution in September.

The Collection Development team met to discuss the Coming to America grant from the Yiddish Book Center in Amherst, MA. The grant offers books for a book discussion series for teens and adults that focuses on the immigrant experience in literature. After meeting to discuss the application and our plans, Catherine wrote the final application. We also applied for the optional, added feature of the grant, a \$500 stipend for a guest lecturer on the subject. The notification date is September 30, 2019.

## **Finance**

Accountants from Nisivoccia completed the 2018 audit. The auditors analyzed significant samples of the 700 Edmunds checks and 973 purchase orders that we processed to vendors, as well as the 620 ADP payroll checks that we issued to employees. They audit did not reveal any findings of deficiency in internal control or compliance and there were no recommendations for 2018. This demonstrates clean and accurate record-keeping, and compliance with purchasing, personnel and payroll law.

The business office is preparing for 2020. We cleaned up our Edmunds vendor database, archived inactive vendors and prepared the "Claimant's Annual Certification and Declaration" forms we will need in 2020.

We requested a proposal from Edmunds for adding the accounts receivable and billing module. We will review a demonstration to see if this would be a good addition for billing outstanding fines.

Allan attended the annual Edmunds User Group Meeting in Edison, NJ and had a chance to view some of the new updates to the system as well as the new upgrade they are working on to totally redesign the software. That will be available to customers in 2021.

The IRS penalty letters we received were due to missing social security numbers in the previous year's Affordable Care Act filing.

## **Marketing and Outreach**

On Tuesday, August 27, 45 preschool children from the Learning Garden Academy took a school bus to our library and Risa Skerker read stories, did a craft, and gave a tour of the Children's Department. It was a fun morning for all.

The Programs & Services staff is testing Library Aware, a web-based service for newsletters and marketing that is specific to libraries to determine if it adds value to our marketing and would be cost effective, as a replacement or supplement to Constant Contact.

In August our changing topical displays included National Dog Day, Fall Sports, Back to School, New Adult Graphic Novels, Batman Day, Universe of Stories, and In Memoriam Toni Morrison.

Our newsletters this month focused on our Summer Reading Finale, Business Finance & Career events, Genealogy events, new arrivals on the shelf, Remembering Woodstock, and a preview of Fall books and movies, as well as our regular events bulletins.

Risa did Storytime at Millie's House preschool. The theme was community helpers.

### **Patron Services**

Our summer reading program concluded with adult and children's finales. For the children's finale, 50 kids came out on a Wednesday afternoon to snack on ice cream and play a few games of Bingo. Lucky winners won prizes. Final numbers show 164 children, 112 adults, and 65 teens participated in summer reading this year.

Other kids' events in August included Tie Dying in which 25 kids brought a t-shirt or two and dyed them on the Library's front lawn in vibrant colors and a Messy Munchkins using bubble wrap to create flower gardens. Our family movie was Ugly Dolls with over 20 people attending. We had a space themed Sunday Drop-in Craft where Risa and the children made moon and star mobiles. Our Summer Ice Cream story time was quite popular with over 15 children attending every Wednesday evening this summer. It was really nice to see new families attend each week. Nina Zarin's Drop-In Board Games, running in the last 2 weeks in August, was a big hit. We had 10 kids who enjoyed playing Sorry, Checkers, Match game and Candy Land.

Programs for the Teens in August included College Cookies & Conversation, Dungeons and Dragons, and the Drama Club. The Teen Advisory Board met in the beginning of August and the TAB Committee Head positions were chosen. Jeff finalized the TAB logo for Montville Library.

Montville "U" programs this month included a lecture by Sports Writer and Author Hank Gola on the 1939 historic Orange Bowl football game between Garfield New Jersey and Miami Florida. Fifty people turned out to hear about how a group of local factory worker's kids rose to national prominence. Mr. Gola also donated to the library a copy of his book City of Champions about the Orange

Bowl game. The Adult Summer Reading Finale featured guitarist Ken Lelan's "Juke Box Jive" a concert of post-World War II music. Three lucky Adult Summer program participants won \$50 gift certificates to local restaurants.

Also popular were a Chair Yoga Class and a two-session workshop on Memoir Writing, taught by Hebah Emara. The Wednesday evening "Inspirational Women" film series concluded with a documentary on opera great Maria Callas. Forty people came out on a Wednesday evening for popular lecturer Nolan Asch's talk on Woodstock – in commemoration of the 50<sup>th</sup> anniversary.

Our intern Ally Massey put on two programs that she planned, with assistance from mentors Jeff and Allan. The projects focused on Diversity and Inclusion, the theme of the internship and the goal was to bring people of different backgrounds together to share experiences. At the Girl Power Story Hour and Tea on August 19, Ally read several stories that focused on the important contributions of women and the kids had cookies and "tea" in the form of juice. The story hour was open to all ages and genders and drew a diverse crowd of 19. For the Don't Judge a Book by Its Cover Swap, adult participants were asked to share a book that resonated with their background and identity. Five participants met up on Aug. 27 to share and exchange their books and the Swap will have a final session in September to discuss the books.

### **Personnel**

Our summer intern put on, with staff assistance, both of the programs she devised and planned for us, the Girl Power Story Hour and the Don't Judge a Book by Its Cover swap. Ally also continues to job shadow staff members and help with a variety of tasks in every department

### **Staff Training/ Development**

Pam O'Gorman attended a webinar on "36 Program Ideas in 90 Minutes" from the American Library Association.

Hebah attended the Raspberry Pi Educator training in Toronto which included hands-experimentation with different applications for the Raspberry Pi for adult, teen, and children's programming that explores STEM/STEAM concepts, physical

coding concepts, and robotics. She will develop programming for all ages based on what she learned at the training.

### **Technology**

Technology offerings this month included “Online Dating,” and How to Stream Movies, and Download book, Comics, Audiobooks and More” taught by Hebah Emara.

Seven adults received help with the technology questions and issues at our Teen Tech Help session staffed by TAB volunteers.

### **Past Meetings**

August 8, NJLA Leadership Committee, Hebah  
August 14-17, Raspberry Pi Educator Training, Toronto, Ont., Hebah  
August 15, LibraryLinkNJ Board Meeting, Allan  
August 19, Special Library Board Meeting, Allan  
August 20, Library Collection Development Team  
August 21, Edmunds User Group Meeting, Allan  
August 21, Library Patron Services Committee Meeting, Allan, Catherine, Jeanne  
August 22, MAIN Board, Board Retreat, Allan  
August 23, MAIN Library Director’s Meeting, Allan  
August 26, Polaris Migration meeting, Allan, Catherine, Walter  
August 27, Circulation Department Meeting, Walter, Allan, Catherine, Staff  
August 28, Collection HQ Conference Call-Update, Allan, Catherine  
August 29, Programs & Services Department Meeting, Allan, Catherine, Staff  
August 29, NJLA Diversity & Outreach Meeting, Jeff, Ally  
August 29, MAIN Finance Committee, Allan  
August 29, Programs & Services Department Meeting, Allan, Catherine, Staff  
September 5, NJ State Library Director’s Summit  
September 6, MAIN Digitech Committee, Hebah  
September 6, NJLA Intellectual freedom Committee, Allan

### **Upcoming Meetings**

September 9, Library Finance Committee, Allan, Catherine, Jeanne, Walter

September 10, “State of the Town” Chamber luncheon – Allan, Catherine, Jeanne, Walter  
September 13, LLNJ Delivery Task Force, Allan  
September 14-15, Small Press Expo, Philadelphia, Hebah  
September 18, NJLA Diversity and Inclusion Workshop, Allan, Hebah  
September 18, Patron Services Committee, Allan, Catherine, Jeanne, Walter, Hebah  
September 19, LLNJ Board Meeting, Allan  
September 19, MAIN Circulation Committee, Walter  
September 20, MAIN MAYS Committee, Risa  
September 20-22. PLA Intern Initiative, Washington, DC, Allan, Ally  
September 24, Library Buildings & Grounds Committee  
September 25, Montville Senior Seminar, Janina, Pam  
September 25, Apple Products Training, Allan, Jeff  
September 26, NJ State Library LASTA Advisory Council, Allan  
September 27, MAIN ILS Committee, Walter  
October 2, Purchasing 101, Rutgers University, Allan  
October 2-3, U Day of Dialogue, Cambridge, MA, Catherine  
October 3-4, New York Comic Con, Javits Center, Allan  
October 16, Patron Service Committee, Allan, Catherine, Jeanne, Walter, Hebah  
October 21, Library Finance Committee  
October 21, Library Board Meeting

Respectfully submitted,  
Allan M. Kleiman, MLS  
Library Director





Montville Township Public Library  
FUND 01  
BALANCE SHEET  
AS OF: 08/31/19

2019

2018

Assets

01-100-00	Petty Cash - Circulation Desk	50.00	0.00
01-100-01	Petty Cash	341.92	291.92
01-100-02	Lakeland - Operating Checking	103,718.89	159,362.67
01-100-03	Lakeland - Payroll Account	6,755.58	7,983.61
01-100-04	Lakeland CD Accounts	261,239.28	257,000.00
01-100-08	Lakeland - Capital Reserve	92,589.26	92,527.90
01-100-10	Lakeland - Restricted Donations	26,560.98	21,996.72
01-140-01	Furniture & Fixtures	304,028.32	301,823.32
01-140-02	Property Plant Improvements	177,366.27	177,366.27
01-140-03	Computer Equip & Related Asset	131,627.57	131,627.57
01-140-04	Other Capital	38,632.24	38,632.24
01-140-05	Capital - Edmunds	5,137.50	5,137.50
	Total Assets	<u>1,148,047.81</u>	<u>1,193,749.72</u>

Liabilities & Fund Balance

01-200-11	Sick Hrs Year End Accrual	41,213.99	43,599.00
01-211-00	Section 125 Withholding HDV	0.17	4,932.32
01-212-00	PERS 414/CINS Withholding	17,347.29	20,550.13
01-218-00	Reserve for Encumbrances	<u>136,926.06</u>	<u>216,639.58</u>
	Total Liabilities	195,487.51	285,721.03

01-351-03	Restricted Fund Balance	99,950.89	99,950.89
01-390-04	Plant Fund - Investment in Fixed Assets	654,586.90	654,586.90
01-390-05	Fund Balance	<u>153,490.90</u>	<u>153,490.90</u>
	Total	908,028.69	908,028.69

Revenue	1,130,891.72	0.00
Less Expenses	<u>1,086,360.11</u>	<u>0.00</u>
Net	<u>44,531.61</u>	<u>0.00</u>
Total Fund Balance	<u>952,560.30</u>	<u>908,028.69</u>
Total Liabilities & Fund Balance	<u>1,148,047.81</u>	<u>1,193,749.72</u>

September 5, 2019  
04:32 PM

Montville Township Public Library  
Check Register By Check Id

Page No: 1

Range of Checking Accts: 01 OPERATING to 01 OPERATING Range of Check Ids: 13627 to 13691  
Report Type: All Checks Report Format: Super Condensed Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13627	08/31/19	ALLAN005 Allan Kleiman	130.19		45
13628	08/31/19	ALLISON Allison Massey	15.80		45
13629	08/31/19	ANTH005 Anthony Lauriano	150.00		45
13630	08/31/19	ANTH005 Anthony Lauriano	150.00		45
13631	08/31/19	ANTH005 Anthony Lauriano	150.00		45
13632	08/31/19	ARGEN005 Argent Contracting Co., Inc.	595.00		45
13633	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13634	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13635	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13636	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13637	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13638	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13639	08/31/19	BAKER005 Baker & Taylor	0.00	08/31/19 VOID	0
13640	08/31/19	BAKER005 Baker & Taylor	7,313.97		45
13641	08/31/19	BIBLIOTH Bibliotheca, LLC	509.94		45
13642	08/31/19	BRIDGEAL Bridgeall Libraries Limited	5,948.00		45
13643	08/31/19	BRIST005 Bristol ID Technologies	505.00		45
13644	08/31/19	CAINS005 Cain & Sons Fire Equip., Inc.	141.00		45
13645	08/31/19	CATHERI Catherine LaBelle	58.00		45
13646	08/31/19	DAIL0010 Daily Record	46.18		45
13647	08/31/19	DEANQ005 Dean Quilici Electrical	5,991.00		45
13648	08/31/19	DEMCO005 Demco, Inc.	577.05		45
13649	08/31/19	DIREC005 Direct Energy Business	7.89		45
13650	08/31/19	DOUGLAS Douglas W. Simon	150.00		45
13651	08/31/19	DR SALVA Dr. Salvatore Prisco	175.00		45
13652	08/31/19	ELIZA005 Elizabeth Johansen	350.00		45
13653	08/31/19	EVAN WEI Evan Weiner	125.00		45
13654	08/31/19	EXCEL005 Excellent Building Services	2,899.00		45
13655	08/31/19	FERN Fern & Fossil LLC	300.00		45
13656	08/31/19	FREDM005 Fred Miller Music	350.00		45
13657	08/31/19	GERARD B Gerard Barros	350.00		45
13658	08/31/19	GREGO005 Gregory J. Della Pia	916.66		45
13659	08/31/19	HEBAH EM Hebah Emara	525.68		45
13660	08/31/19	IFPTE005 IFPTE	115.99		45
13661	08/31/19	JANWAY Janway Company	445.90		45
13662	08/31/19	JEFFR005 Jeffrey Cupo	63.61		45
13663	08/31/19	JERSE005 Jersey Central Power & Light	6,362.94		45
13664	08/31/19	KANOPY Kanopy, Inc.	113.00		45
13665	08/31/19	LAWNW005 Lawn World, Inc.	375.00		45
13666	08/31/19	LIBR0020 LibraryLinkNJ	477.50		45
13667	08/31/19	MAINI005 M.A.I.N., Inc.	12,823.68		45
13668	08/31/19	MIDWE005 Midwest Tape	0.00	08/31/19 VOID	0
13669	08/31/19	MIDWE005 Midwest Tape	377.42		45
13670	08/31/19	MONTC005 Montclair Art Museum	270.00		45
13671	08/31/19	MONTC005 Montclair Art Museum	270.00		45
13672	08/31/19	MONTV005 Montville Chamber of Commerce	100.00		45
13673	08/31/19	NJNAT005 NJ Natural Gas Co.	230.75		45
13674	08/31/19	NJSTA005 NJS League of Municipalities	25.00		45
13675	08/31/19	NOLANASC Nolan Asch	150.00		45
13676	08/31/19	OPTIM005 Optimum	184.94		45
13677	08/31/19	PARKE005 Parker Publications, Inc.	45.21		45

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Montville Township Public Library  
Check Register By Check Id

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Check #	Check Date	Vendor	Amount Paid	Reconciled/Void	Ref Num
13678	08/31/19	PETAL005 Petals of Pine Brook Florist	49.90		45
13679	08/31/19	RHODE005 Rhode Island Novelty	112.50		45
13680	08/31/19	RHOND005 Rhonda D. Lipscomb	400.00		45
13681	08/31/19	RUTGERS Rutgers, The State Univ of NJ	168.00		45
13682	08/31/19	STAPL005 Staples Advantage	450.82		45
13683	08/31/19	STRAM005 Strama & Brothers Construction	982.00		45
13684	08/31/19	SUNRI005 Sunrise ShopRite	264.75		45
13685	08/31/19	SYNCB005 SYNCB/AMAZON	128.78		45
13686	08/31/19	THOMA005 Thomas Klise/Crimson Multimed	980.48		45
13687	08/31/19	THOMAS E Thomas Edison Center Menlo Pk	324.71		45
13688	08/31/19	UNITE005 United Parcel Service	104.79		45
13689	08/31/19	VERI0010 VERIZON	488.27		45
13690	08/31/19	VERI0015 Verizon	47.52		45
13691	08/31/19	WICK Wick Services, Inc.	1,480.00		45
<hr/>					
Report Totals		<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:	57	8	56,843.82	0.00
	Direct Deposit:	0	0	0.00	0.00
	Total:	57	8	56,843.82	0.00

Totals by Year-Fund					
Fund Description	Fund	Budget Total	Revenue Total	G/L Total	Total
	8-01	474.18	0.00	0.00	474.18
CAPITAL BUDGET	8-02	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>
Year Total:		1,674.18	0.00	0.00	1,674.18
	9-01	47,800.65	0.00	115.99	47,916.64
CAPITAL BUDGET	9-02	<u>7,253.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,253.00</u>
Year Total:		55,053.65	0.00	115.99	55,169.64
Total Of All Funds:		<u>56,727.83</u>	<u>0.00</u>	<u>115.99</u>	<u>56,843.82</u>

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: First		to Last	Include Non-Anticipated: Yes		Year To Date As Of: 08/31/19		
Budget Account Range: First		to Last	Include Non-Budget: No		Current Period: 08/01/19 to 08/31/19		
Print Zero YTD Activity: No					Prior Year: 08/01/18 to 08/31/18		
Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
9-01-401-01	Fines Income	1,698.41	15,000.00	1,083.89	10,082.89	4,917.11-	67
9-01-401-03	Copier Income	92.11	1,300.00	75.85	679.70	620.30-	52
9-01-401-05	Computer Print Outs Income	355.20	3,500.00	260.54	2,037.87	1,462.13-	58
9-01-401-07	Township Income	140,460.50	1,657,316.00	138,109.67	1,104,877.36	552,438.64-	67
9-01-401-08	Donations Income	0.00	0.00	0.00	18.27	18.27	0
9-01-401-09	Lost Items	102.00	2,000.00	158.50	1,130.64	869.36-	57
9-01-401-10	State Aid Income	0.00	9,500.00	0.00	0.00	9,500.00-	0
9-01-401-11	Miscellaneous Income	0.00	500.00	100.76	100.76	399.24-	20
9-01-401-15	Interest Income	18.87	1,100.00	25.13	4,448.32	3,348.32	404
9-01-401-16	Lost Cards	76.50	300.00	27.00	303.50	3.50	101
9-01-401-18	Disks/Faxes	50.25	700.00	26.00	407.70	292.30-	58
Program Total		142,853.84	1,691,216.00	139,867.34	1,124,087.01	567,128.99-	66
9-01-402-30	Restricted Contributions	1,127.20	3,500.00	2,483.48-	3,304.71	195.29-	94
9-01-402-35	ELL Program Grant	0.00	7,500.00	0.00	0.00	7,500.00-	0
9-01-402-40	PLA Grant	0.00	3,500.00	3,500.00	3,500.00	0.00	100
Program Total		1,127.20	14,500.00	1,016.52	6,804.71	7,695.29-	47
Fund 01 Revenue Total		143,981.04	1,705,716.00	140,883.86	1,130,891.72	574,824.28-	66

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-601-000	B-1 - COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-601-010	Salaries & Wages Expense	49,446.66	722,000.00	58,027.96	474,481.45	0.00	247,518.55	66
9-01-601-020	Accrued Salaries/Wages Expense	0.00	0.00	2,385.01-	2,385.01-	0.00	2,385.01	0
9-01-601-100	Taxes/FICA/UE	3,862.23	57,600.00	4,610.85	38,613.45	0.00	18,986.55	67
9-01-601-110	Health Benefits Expense	9,436.48	101,200.00	0.00	63,439.69	0.00	37,760.31	63
9-01-601-120	PERS Expense	0.00	84,300.00	0.00	76,010.57	0.00	8,289.43	90
9-01-601-130	DCRP Expense	0.00	3,000.00	0.00	1,894.95	0.00	1,105.05	63
9-01-601-150	Temporary Staff	913.07	5,000.00	0.00	0.00	0.00	5,000.00	0
Program Total		63,658.44	973,100.00	60,253.80	652,055.10	0.00	321,044.90	67

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-602-000	B-2 - COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-602-010	Collection Development Software	5,720.00	6,000.00	5,948.00	5,948.00	0.00	52.00	99
9-01-602-020	Adult Books	4,682.56	28,521.00	2,943.08	21,474.30	4,134.49	2,912.21	90
9-01-602-030	Adult BOCD	566.84	4,000.00	129.30	2,159.73	130.27	1,710.00	57
9-01-602-040	Adult DVD	1,134.31	15,000.00	846.27	7,843.51	196.75	6,959.74	54
9-01-602-050	Adult eBooks	371.98	5,000.00	0.00	3,263.49	0.00	1,736.51	65
9-01-602-060	Adult eAudio	110.49	5,000.00	509.94	3,147.87	0.00	1,852.13	63
9-01-602-070	Adult Music CD	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
9-01-602-090	Periodicals	435.03	9,000.00	25.00	2,838.95	0.00	6,161.05	32
9-01-602-110	Games	510.12	6,000.00	980.48	5,201.03	0.00	798.97	87
9-01-602-120	J Books	1,908.08	28,200.00	2,724.37	15,680.11	2,129.35	10,390.54	63
9-01-602-130	J BOCD	0.00	500.00	0.00	40.53	0.00	459.47	8
9-01-602-140	J DVD	0.00	2,000.00	312.63	1,674.98	299.33	25.69	99
9-01-602-150	J eBooks	16.99	750.00	0.00	601.81	0.00	148.19	80
9-01-602-160	J eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-170	J Music CD	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-602-180	YA Books	2,782.28	9,000.00	765.46	4,160.16	602.68	4,237.16	53
9-01-602-190	YA BOCD	0.00	500.00	0.00	32.76	0.00	467.24	7
9-01-602-210	YA eBooks	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-220	Young Adults eAudio	0.00	500.00	0.00	500.00	0.00	0.00	100
9-01-602-230	Streaming	0.00	4,250.00	113.00	768.00	0.00	3,482.00	18
<b>Program Total</b>		<b>18,238.68</b>	<b>128,721.00</b>	<b>15,297.53</b>	<b>76,335.23</b>	<b>7,492.87</b>	<b>44,892.90</b>	<b>65</b>
9-01-603-000	B3 - PROGRAMS:	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-603-230	Program - Adult	1,689.58	16,000.00	2,594.71	9,706.54	2,215.00	4,078.46	75
9-01-603-240	Program - Children	1,179.28	5,000.00	612.32	2,723.36	540.00	1,736.64	65
9-01-603-250	Summer Reading / Reading Programs	683.11	7,000.00	385.39	5,254.56	414.94	1,330.50	81
9-01-603-260	Museum Passes	0.00	4,000.00	0.00	2,570.00	0.00	1,430.00	64
9-01-603-270	Programs YA	317.93	2,500.00	172.65	1,531.76	0.00	968.24	61
9-01-603-280	Library-wide Cultural/Family Programing	400.00	3,500.00	0.00	707.57	800.00	1,992.43	43
9-01-603-300	Technology Programming	400.00	6,000.00	0.00	1,700.00	2,400.00	1,900.00	68
<b>Program Total</b>		<b>4,669.90</b>	<b>44,000.00</b>	<b>3,765.07</b>	<b>24,193.79</b>	<b>6,369.94</b>	<b>13,436.27</b>	<b>69</b>
9-01-604-000	B-4 - SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-604-010	Business Office/Library/Print	2,902.76	14,000.00	1,508.60	10,764.68	494.80	2,740.52	80
9-01-604-070	Postage - Supplies	0.00	2,000.00	0.00	510.57	0.00	1,489.43	26
9-01-604-080	Freight-Shippg (Non-Collection)	0.00	1,000.00	104.79	550.53	0.00	449.47	55

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
<b>Program Total</b>		<b>2,902.76</b>	<b>17,000.00</b>	<b>1,613.39</b>	<b>11,825.78</b>	<b>494.80</b>	<b>4,679.42</b>	<b>72</b>
9-01-605-000	B-5 - PUBLIC RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-605-040	PR - Mailing	798.00	2,000.00	0.00	456.00	0.00	1,544.00	23
9-01-605-060	PR - Materials	100.00	1,500.00	100.00	487.98	0.00	1,012.02	33
9-01-605-070	Staff/Volunteer Recognition	5.00	2,500.00	0.00	1,149.69	0.00	1,350.31	46
<b>Program Total</b>		<b>903.00</b>	<b>6,000.00</b>	<b>100.00</b>	<b>2,093.67</b>	<b>0.00</b>	<b>3,906.33</b>	<b>35</b>
9-01-606-000	B- 6 - STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-606-010	Staff Development	275.00	4,000.00	218.00	2,546.37	54.00	1,399.63	65
9-01-606-020	Professional Expenses	0.00	2,000.00	0.00	136.77	0.00	1,863.23	7
9-01-606-030	Reimb.Exp. (milg, lodg, meals)	0.00	1,000.00	124.02	758.10	0.00	241.90	76
9-01-606-040	Professional Dues	0.00	1,000.00	0.00	505.00	0.00	495.00	50
9-01-606-050	Conference Travel	0.00	6,000.00	472.56	2,671.09	0.00	3,328.91	45
<b>Program Total</b>		<b>275.00</b>	<b>14,000.00</b>	<b>814.58</b>	<b>6,617.33</b>	<b>54.00</b>	<b>7,328.67</b>	<b>48</b>
9-01-607-000	B-7 - UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-607-010	Utilities - Electric	6,461.14	66,000.00	6,362.94	39,053.18	0.00	26,946.82	59
9-01-607-030	Utilities - Gas	387.25	20,000.00	238.64	9,616.97	0.00	10,383.03	48
9-01-607-040	Utilities - Telephone	504.19	6,000.00	535.79	4,249.12	0.00	1,750.88	71
9-01-607-050	Internet Provider	184.94	2,500.00	184.94	1,479.52	0.00	1,020.48	59
<b>Program Total</b>		<b>7,537.52</b>	<b>94,500.00</b>	<b>7,322.31</b>	<b>54,398.79</b>	<b>0.00</b>	<b>40,101.21</b>	<b>58</b>
9-01-608-000	B-8 - PHYSICAL PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-608-010	Plant - Repairs, Bldgs, Grounds	4,417.44	40,000.00	595.00	41,635.34	0.00	1,635.34	104
9-01-608-030	Plant - Cleaning/Maintenance	2,115.00	30,000.00	2,899.00	18,667.00	0.00	11,333.00	62
9-01-608-040	Plant - Fire/Burglery Alarm	1,140.00	3,500.00	141.00	1,301.00	0.00	2,199.00	37
9-01-608-050	Plant - HVAC Maintenance	3,821.00	16,000.00	0.00	10,072.40	0.00	5,927.60	63
9-01-608-060	Plant - Lawn Sprinklers Maint	375.00	3,000.00	375.00	1,942.13	0.00	1,057.87	65
9-01-608-090	Plant -Telephone Equipment	0.00	1,000.00	0.00	90.38	0.00	909.62	9
9-01-608-100	Plant - Records Retention/Destruction	0.00	500.00	0.00	85.74	0.00	414.26	17
<b>Program Total</b>		<b>11,868.44</b>	<b>94,000.00</b>	<b>4,010.00</b>	<b>73,793.99</b>	<b>0.00</b>	<b>20,206.01</b>	<b>78</b>
9-01-609-000	B-9 - EQUIPMENT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-609-030	EM RFID Equipment	0.00	13,000.00	0.00	0.00	0.00	13,000.00	0
9-01-609-050	EM - Copiers	0.00	1,500.00	0.00	1,929.06	0.00	429.06	129

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-01-609-070	Computer Software	8.00	2,000.00	0.00	2,531.30	0.00	531.30-	127
9-01-609-075	Edmunds Software	0.00	4,000.00	0.00	0.00	0.00	4,000.00	0
9-01-609-080	EM - Audio/Visual	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-609-090	EM - Piano Tuning	0.00	200.00	0.00	0.00	0.00	200.00	0
9-01-609-100	EM - Postage Meter	0.00	800.00	0.00	510.12	0.00	289.88	64
Program Total		8.00	22,000.00	0.00	4,970.48	0.00	17,029.52	23
9-01-610-000	B-10 - EXPENSED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-610-010	Color Copy Usage	0.00	3,000.00	0.00	3,003.89	0.00	3.89-	100
9-01-610-020	Copier Usage B&W	0.00	1,000.00	0.00	1,558.56	0.00	558.56-	156
Program Total		0.00	4,000.00	0.00	4,562.45	0.00	562.45-	114
9-01-611-000	B-11 - PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-611-010	Audit	6,000.00	7,000.00	0.00	6,125.00	0.00	875.00	88
9-01-611-020	Accounting Fees	916.66	12,000.00	916.66	7,333.31	0.00	4,666.69	61
9-01-611-030	MAIN Assessment	12,330.12	55,000.00	12,823.68	51,474.63	0.00	3,525.37	94
9-01-611-070	Computer Support & Service	178.00	6,000.00	0.00	8,455.00	0.00	2,455.00-	141
9-01-611-100	Web Site Maintenace	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0
9-01-611-150	Legal	0.00	4,000.00	0.00	1,316.68	0.00	2,683.32	33
9-01-611-250	Board Secretary	230.00	3,000.00	350.00	2,100.00	0.00	900.00	70
9-01-611-260	Payroll Service Fee	694.05	8,000.00	714.05	5,102.33	0.00	2,897.67	64
9-01-611-320	Other Professional Services	20.00	1,000.00	0.00	60.00	0.00	940.00	6
9-01-611-340	QPA	0.00	3,000.00	0.00	0.00	0.00	3,000.00	0
Program Total		20,368.83	100,000.00	14,804.39	81,966.95	0.00	18,033.05	82
9-01-612-000	B-12 OTHER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-612-010	Township In-Kind Services	0.00	48,195.00	0.00	33,915.75	0.00	14,279.25	70
9-01-612-020	Township Insurances	0.00	26,200.00	0.00	19,473.00	0.00	6,727.00	74
9-01-612-030	O/E- Contingencies	0.00	10,000.00	477.50	2,394.07	0.00	7,605.93	24
9-01-612-040	O/E - Licenses & Fees	0.00	500.00	0.00	0.00	0.00	500.00	0
9-01-612-060	O/E - Board Misc	47.74	2,000.00	237.73	985.70	0.00	1,014.30	49
Program Total		47.74	86,895.00	715.23	56,768.52	0.00	30,126.48	65
9-01-613-000	B-13 - GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0
9-01-613-010	ELL Program Grant Expenses	0.00	7,500.00	1,095.00-	4,220.00	0.00	3,280.00	56
9-01-613-015	PLA Grant Expenses	0.00	3,500.00	2,112.20	2,112.20	0.00	1,387.80	60



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Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
	Program Total	0.00	11,000.00	1,017.20	6,332.20	0.00	4,667.80	58
	Fund 01 Expend Total	130,478.31	1,595,216.00	109,713.50	1,055,914.28	14,411.61	524,890.11	67

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,981.04	140,883.86	1,130,891.72	130,478.31	109,713.50	1,070,325.89	60,565.83

Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	CAPITAL BUDGET Revenue Total	0.00	0.00	0.00	0.00	0.00	0

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Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

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Budget Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
9-02-801-000	CAPITAL BUDGET	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-010	Upholstery of Chairs	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-020	Display Shelving	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-030	New Soft Seating	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-180	Curtains/Shades Pio Costa	2,434.00	0.00	0.00	0.00	0.00	0.00	0
9-02-802-185	Tables - Pio Costa	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
9-02-802-190	Wall Entryways - Pio Costa Restrooms	0.00	12,000.00	0.00	0.00	0.00	12,000.00	0
Program Total		2,434.00	22,000.00	0.00	0.00	0.00	22,000.00	0
9-02-803-000	PROPERTY & PLANT IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-803-170	Landscaping	280.00	0.00	280.00	1,130.00	0.00	1,130.00	0
9-02-803-220	Doors & Locks	0.00	14,000.00	0.00	0.00	0.00	14,000.00	0
9-02-803-230	Boiler Controls & HVAC Interface	0.00	24,000.00	0.00	0.00	0.00	24,000.00	0
9-02-803-240	Lighting Teen Room Project	0.00	13,000.00	0.00	2,454.26	30.55	10,515.19	19
9-02-803-250	Architect	0.00	15,000.00	0.00	0.00	0.00	15,000.00	0
Program Total		280.00	66,000.00	280.00	3,584.26	30.55	62,385.19	5
9-02-804-000	COMPUTER & RELATED EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-804-010	Computer Equipment	0.00	10,000.00	0.00	5,372.84	0.00	4,627.16	54
9-02-804-015	Computer Related Equipment	0.00	2,500.00	0.00	73.60	0.00	2,426.40	3
Program Total		0.00	12,500.00	0.00	5,446.44	0.00	7,053.56	44
9-02-805-000	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0
9-02-805-030	Capital Contingency	4,501.68	10,000.00	6,973.00	6,973.00	0.00	3,027.00	70
Program Total		4,501.68	10,000.00	6,973.00	6,973.00	0.00	3,027.00	70
CAPITAL BUDGET Expend Total		7,215.68	110,500.00	7,253.00	16,003.70	30.55	94,465.75	15

Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-02	CAPITAL BUDGET	0.00	0.00	0.00	7,215.68	7,253.00	16,034.25	16,034.25-

September 6, 2019  
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Montville Township Public Library  
Statement of Revenue and Expenditures - Operating

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Fund	Description	Prior Revenue	Curr Revenue	YTD Revenue	Prior Expended	Curr Expended	YTD Expd/Encm	Total Available Revenues
9-01		143,981.04	140,883.86	1,130,891.72	130,478.31	109,713.50	1,070,325.89	60,565.83
9-02	CAPITAL BUDGET	0.00	0.00	0.00	7,215.68	7,253.00	16,034.25	16,034.25-
	Final Total	143,981.04	140,883.86	1,130,891.72	137,693.99	116,966.50	1,086,360.14	44,531.58

**MONTVILLE TOWNSHIP PUBLIC LIBRARY AUGUST 2019 PROGRAM ATTENDANCE**

**September 9, 2019 Board Meeting**

<b>LIBRARY SPONSORED PROGRAMS</b>	<b>2019</b>	<b>2018</b>
<b>Children - Staff Programs</b>		
Storytime	130	
Bingo/Games	21	
Baby Legos & Kids Legos	26	
Messy Munchkins	14	
Drop In Arts & Crafts, Play Dough, Coloring	81	
Pre-School Outreach Storytime & Library Tour	70	
Book Club	7	
Family Movie	20	
Ice Cream Bingo	50	
Tie Dye Shirts	25	
Kids' Knitting	3	
<b>Children - Staff Programs Total</b>	<b>447</b>	<b>453</b>
<b>Children - Paid Presenters</b>		
Kids Yoga	12	
<b>Children - Paid Presenters Total</b>	<b>12</b>	<b>200</b>
<b>Total All Children's Programs</b>	<b>459</b>	<b>653</b>
<b>Young Adults - Staff Programs</b>		
Video Games	9	
English Conversation & Cookies & Conversation	2	
TAB Meeting	9	
Drama Club	1	
STEAM		
Tech Help	7	
PLA Intern Girl Power Program	17	
PLA Intern Book Swap	2	
<b>Young Adult - Staff Programs Total</b>	<b>47</b>	<b>34</b>
<b>Young Adult - Paid Presenters</b>		
<b>Young Adult - Paid Presenters Total</b>	<b>0</b>	<b>0</b>
<b>Total All Young Adult Programs</b>	<b>47</b>	<b>34</b>
<b>Adult - Staff Programs</b>		
Movies	213	
Adult Book Club & Books n' Bites	22	
Technology Classes	11	
Knitting Class	11	
Memoir Writing	9	
<b>Adult Staff Programs Total</b>	<b>266</b>	<b>308</b>
<b>Adult - Paid Presenters</b>		
Technology Classes		
Lectures	134	
Concerts, Dance, Music & Art		
<b>Adult - Paid Presenters Total</b>	<b>134</b>	<b>24</b>
<b>Total All Adult Programs</b>	<b>400</b>	<b>332</b>
<b>Library Sponsored Total</b>	<b>906</b>	<b>1,019</b>
<b>OUTSIDE GROUPS</b>		
Literacy Volunteers of Morris County	32	
Writer's Group	6	
Pet Parents	5	
<b>Outside Groups Total</b>	<b>43</b>	<b>140</b>
<b>GRAND TOTAL</b>	<b>949</b>	<b>1,159</b>

<b>Library Displays and Featured Themes</b>		
National Dog Day - 8/26/2019 - Childrens & Adults		
Fall Sports - Children & Adults		
Back to School - Children & Young Adults		
Library Reads - Adults		
Book Page - Adults		
Read a Good Book - Children		
Adult Graphic Novels		
Batman Day - Children, Young Adults		
Universe of Stories - Children, Young Adults and Adults		
In Memoriam - Toni Morrison		

<b>Museum Pass Program</b>	<b>2019</b>	<b>2018</b>
Grounds for Sculpture	4	
Imagine That!!!	8	
Intrepid Sea, Air and Space Museum	4	
Macculloh Hall Historical Museum	0	
Montclair Art Museum	0	
Morris Museum	3	
American Museum of Natural History	4	
Newark Museum	0	
Stickley Museum	2	
Museum of Modern Art - <i>closed renovations</i>	0	
Battleship New Jersey	2	
<b>Museum Pass Total</b>	<b>27</b>	<b>45</b>

<b>Exams Proctored</b>	0	0
<b>Quiet Study Room - number of times used</b>	55	41

<b>Registered Summer Reading Participants</b>	<b>2019</b>	<b>2018</b>
<b>Children</b>	164	354
<b>Teens</b>	64	87
<b>Adults</b>	102	136
<b>Total To Date</b>	330	577